



TAMALPAIS COMMUNITY SERVICES DISTRICT

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TCSO BOARD OF DIRECTORS MEETING AND CLOSED SESSION

MINUTES

WEDNESDAY, AUGUST 12, 2020

6:45 P.M. – CLOSED SESSION; 7:00 P.M. – BOARD MEETING

1. CALL TO ORDER

The virtual Tamalpais Community Services District Board of Directors meeting was called to order by Pres McMahon at 6:46 p.m. on Wednesday, August 12, 2020.

2. ROLL CALL President Matt McMahon

Directors: Vice President Jeff Brown, Steve Levine, and Jim Jacobs.

Absent: Dir Steffen Bartschat (joined regular Board meeting at 7:00 p.m.)

Staff participating via teleconference: General Manager Heather Abrams; Recording Secretary Cyndie Martel

3. APPROVE AGENDA

MOTION TO APPROVE THE AGENDA REVISED TO REMOVE ITEM 5A CLOSED SESSION

M/S/C: M. MCMAHON/J. JACOBS

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 4 NAYS: 0 ABSENT: 1 (S. BARTSCHAT)

The Board called a recess until 7:00 p.m.

The regular Board meeting reconvened at 7:00 p.m.

Others Present: Bob Reed, The Reed Group; Juan M. Galvan, Jones Hall; Pippin Cavagnaro, Nute Engineering; Leslie Bloom, Raymond James; Wing-See Fox, Urban Futures Inc.; Jim Kasper, Tam Valley Firewise; Lara Zegart; Ted Barone, David Blaza, Lee Budish, Pam Keon, David Kessell, Frank Leidman, Fred Silverman, Kimberley Stedman, Adriana Rabkin, Tam Valley NRG Network

4. PUBLIC EXPRESSION

Pres McMahon invited public expression on non-agenda items, in response to which there was the following.

- There was no public expression.

5. CLOSED SESSION: Closed session was removed from the agenda

A. Conference with Legal Counsel – Anticipated Litigation

This item was removed from the agenda.

6. REGULAR BUSINESS: Information Only

- A. Discuss Tam Valley Neighborhood Response Group (NRG) request for assistance
GM Abrams introduced Mr. Barone who read a statement to the Board regarding their Neighborhood Response Group (NRG) which organized residents to prepare for and respond to disasters, and asked the Board to consider the following:
- i. Inclusion of promotional materials, links to websites such as nrgmillvalley.org, and meeting announcements in the TCSO newsletter
 - ii. Inclusion of promotional materials, links to websites and meeting announcements on the TCSO website
 - iii. Posting in TCSO kiosks of promotional materials and meeting announcements
 - iv. TCSO to be a collaborative partner in building a stronger community

The Board was in favor of the Tam Valley NRG's requests listed above and gave staff direction to assist the NRG with their requests listed above. GM Abrams reminded the Board that TCSO Park and Recreation resources would be pulled from other projects to assist.

There was no public comment.

- B. Board updates on treatment plants: SASM (no meeting in July) and SMCSO
SASM – The SASM meeting in July was canceled. Dir Jacobs would report next month.
SMCSO – Dir Levine provided a review of his written report of July 14, 2020.

There was no public comment.

- C. General Manager's update
- i. COVID-19 Shelter-In-Place update, including discuss updated reopening plan
GM Abrams reported the District had opened the office on a part time basis on Tuesdays and Thursdays to accept drop-off items by appointment only from 10:00 a.m. to 3:00 p.m. Social distancing was practiced, masks were worn and the SPP required by the County of Marin was completed. She also stated new staff member Orlando Ramos was onboard and in training.
 - ii. Financial reports
GM Abrams presented the financials and asked if the Board had questions. The Board discussed the affects Covid-19 would have on the District and asked clarifying questions.
 - iii. Discuss updated Other Post Employment Benefits (OPEB) liability report
GM Abrams updated the Board on the OPEB bi-annual liability report. She highlighted that by contributing as little as \$50,000, the next financial audit would show a reduction of \$1.7 million to the OPEB liability. Pres McMahon suggested scheduling a work session to take a more comprehensive look at the District's benefits.
 - iv. Discuss quarterly solid waste disposal report to Zero Waste Marin
GM Abrams reviewed the most recent disposal report to the County of Marin and stated, like most solid waste carriers, diversion from the landfills had stagnated. The Board was interested in finding innovative ways to educate the public about diverting more from the landfill.

Public comment:

- Mr. Kasper commented on land maintenance of the 75% of "wild" TCSO land, especially with park grants ending and Measure A funding possibly ending in 2021.

7. REGULAR BUSINESS: Requested for Board Action

A. Review and adopt updated Capital Improvement Program (CIP)

GM Abrams summarized detailed information given to the Board at the work session on July 22, 2020 and stated that with the upcoming debt financing efforts, the District needed to adopt an updated sewer capital improvement program (CIP). Mr. Cavagnaro answered clarifying questions from the Board.

There was no public comment.

MOTION TO ADOPT THE UPDATED TCSO SEWER CAPITAL IMPROVEMENT PROGRAM (CIP)

M/S/C: S. LEVINE/J. BROWN

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 5 NAYS: 0 ABSENT: 0

B. Review and adopt Federal tax law reimbursement resolution

GM Abrams advised the Board that this resolution was needed to reimburse the District for CIP expenditures ahead of the receipt of proceeds from the upcoming certificates of participation. Mr. Galvan and Ms. Fox answered questions from the Board.

There was no public comment.

MOTION TO ADOPT THE FEDERAL TAX LAW REIMBURSEMENT RESOLUTION 2020-05

M/S/C: S. BARTSCHAT/J. JACOBS

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 5 NAYS: 0 ABSENT: 0

C. Review and adopt resolution regarding Debt Management and Disclosure Policies and Procedures

GM Abrams stated pursuant to SB 1029, California public agencies that issued debt must adopt debt management and disclosure policies and procedures. Because the District anticipated incurring debt obligations to finance its CIP, GM Abrams asked for adoption. Mr. Galvan stated the language used was standard and was needed to comply with Federal Securities Law. He also answered questions regarding transparency.

There was no public comment.

MOTION TO ADOPT RESOLUTION 2020-06 REGARDING DEBT MANAGEMENT AND DISCLOSURE POLICIES AND PROCEDURES

M/S/C: J. BROWN/ S. LEVINE

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 5 NAYS: 0 ABSENT: 0

D. Review and adopt sewer financial plan and rate study, and reserve policy

GM Abrams stated the Board had reviewed this information at past meetings, which showed how much progress TCSO had made being financially stable. Mr. Reed presented the Board with the updated plan and rate study and answered clarifying questions.

Public comment:

- Mr. Kessell commented on the use of shock analysis and worse case scenarios.
- Mr. Kessell commented on reduced treatment costs associated with reduced treatment flows.

MOTION TO ADOPT THE SEWER FINANCIAL PLAN, RATE STUDY AND RESERVE POLICY RESOLUTION 2020-07

M/S/C: J. JACOBS/S. BARTSCHAT

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 5 NAYS: 0 ABSENT: 0

E. Parks Committee proposals from Board Members

GM Abrams stated two Board members independently submitted proposals regarding the Parks and Recreation department. Each Board member was asked to present their proposal.

Pres McMahon proposed that the Board give staff clear direction on priorities for the park and recreation department. At a past Board meeting staff was directed to vet consultants to build a financial and resources plan for near term and into the future, much like the plans for sanitation and solid waste.

Dir Bartschat proposed establishing a group of dog owners and nondog owners, to be facilitated by a Board member, to keep discussions going to find middle ground on a longstanding park issue concerning dogs at Eastwood Park.

The Board discussed both proposals and asked staff to include some details around parks use with regard to dogs, in the upcoming proposal.

Public comment:

Mr. Kasper commented that the Board's focus was on parks, but the District had about 54 parcels to take into account. Six were the campus (office, community center, cabin, yard & shop), 4 were Hawk Hill, 4 were parks, 26 were Marinview, 10 were Muir Meadows, 4 were miscellaneous property, with only 25% of this acreage available for community use. 75% was essentially unusable, but still needed to be maintained.

8. CONSENT CALENDAR

All matters listed on the Consent Calendar are considered to be routine and will be enacted by a single action of the Board. There will be no separate discussion unless specific items are removed from the Consent Calendar during adoption of the Agenda for separate discussion and action.

A. Approve Minutes of July 8, 2020 Board Meeting

B. Approve Minutes of July 22, 2020 Board Work Session

MOTION TO APPROVE THE CONSENT CALENDAR

M/S/C: S. LEVINE/J. BROWN

Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Jacobs Aye; Dir Levine Aye

AYES: 5 NAYS: 0 ABSENT: 0

9. FUTURE AGENDA ITEMS

A. Board suggestions for future agenda items and input on these future potential agenda items

- Next Board Work Session: August 26, 2020 at 10 am via Zoom – discuss and approve to add SMCSB deferrals to the amount of debt financing to be funded by the certificates of participation in October.
 - The Board agreed to set the work session for August 26, 2020 at 10am via Zoom
- Input from Board Members on the next regular Board Meeting agenda for September 9, 2020
 - Staff would be asking the Board to approve the financing package.
- The Board suggested the September work session be focused on parks and recreation.

10. ADJOURNMENT

MOTION TO ADJOURN

M/S/C: S. LEVINE/J. JACOBS

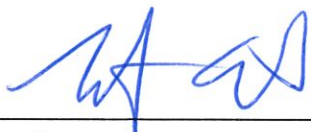
Roll Call Vote: Pres McMahon Aye; VP Brown Aye; Dir Bartschat Aye; Dir Levine Aye; Dir Jacobs Aye

AYES: 5 NAYS: 0 ABSENT: 0

THE MEETING WAS ADJOURNED AT 10:06 P.M.



President



Secretary

**NEXT TCSB BOARD WORK SESSION
AUGUST 26, 2020 – 10:00 AM
TAMALPAIS COMMUNITY CENTER, 203 MARIN AVE, MILL VALLEY**

